Welcome to the Laboratory of Entomology

This brochure contains general and practical information for new employees, guest workers and students to help them find their way around the Laboratory.
Please take time to read the entire brochure carefully.



Adres:
Binnenhaven 7, Wageningen
Postbus 8031, 6700 EH Wageningen
Nederland
Tel.: +31-(0)317-484075
Fax: +31-(0)317-484821
E-mail: office.ento@wur.nl

Contents:

Emergency numbers:

General emergency number: **(0)-112 (24 hrs)**

This number will be answered with:
'112 Alarmcentrale, wie wilt u spreken, politie, brandweer of ambulance?',
Ask for police, fire brigade and/or ambulance.
When the call is connected to one of these services, give your name, address and all information requested.

First Aid (EHBO)

Yde Jongema	(4)83400
Frans van Aggelen	(4)82318/06-12187370

Telephone operator University 99 (internal)

Address Laboratory of Entomology
Laboratory of Entomology
Binnenhaven 7
6709 PD Wageningen
P.O. Box 8031
6700 EH Wageningen
Tel: +31-(0)317-484075
Fax: +31-(0)317-484821

Head: Marcel Dicke
Administrator: Ms. Sabine Meijerink

E-mail: office.ento@wur.nl
Entomology site: http://www.insect-wur.nl



First day at Wageningen University and Entomology:

Registration at the Central Student Desk

It is very important to be registered at the Central Student Desk (CSA). This registration means you will be (legally) registered as a PhD or MSc at our University and you will be insured accordingly (health and third part).
You will find the CSA in the mainbuilding of the University (nr. 12 on the roadmap furtheron in this booklet); they are open on workingdays – monday to friday- from 08.30hrs to 14.00 hrs.

Registration at Entomology

On your first working day, give your name, private address, and private telephone number and registration number (for students) to Sabine Meijerink, room 123. She will inform you which desk and computer you can use during your stay at Entomology
Also, to complete your registration at our Laboratory (via a guest workers- or study contract) she needs a copy of your passport, visa, picture, insurance booklet, and title of your project and name of supervisor or collaborator.
Make sure you will be introduced by your supervisor to Sabine. This is a very important part of your registration as it all starts from here!!!

Guided tour

After your arrival a short message on e-mail including your picture will inform others at the laboratory about your presence. Later a guided tour will be organised through the Laboratory. The intention of this tour is to familiarise yourself with the people and the building.
Be sure to be introduced to the “First aid”-people, Frans van Aggelen & Yde Jongema.



A few Entomology-colleagues!

Using facilities:

General

Keep your desk and working spaces in climate rooms, climate cabinets and greenhouse tidy. Always put the protective cover over the microscopes etc.
Each laboratory has its own rules and regulations.
Each laboratory is managed by a responsible staff member. Be sure to be properly introduced by your supervisor/host to the person in charge of a laboratory. Direct inquiries, suggestions and complaints to these people.

Laboratory journal

You will be given a lab journal in which you write down all your notes.
This book remains the property of the Laboratory of Entomology.

Climate rooms and cabinets

Space in these facilities should be requested with Jeroen Spitzen. He maintains a schedule of usage. When experiments have been finished before the date planned, indicate this to him in order to save energy. ***Clean up properly during and after use.***

Insect cultures and greenhouses

Leo Koopman is the person to address. New cultures can only be started after a request has been submitted to the Insect Rearing committee, chaired by Leo Koopman.

Chemicals and Gases: purchase, handling and storage

Chemicals are stored in several ventilated or fire-safe cupboards through-out the building and in a store outside the building.

- Familiarise yourself properly with the **risks of using chemicals**; many of them are **dangerous:** explosive, inflammable, toxic, carcinogenic etc.
- All original containers carry labels with an indication of the risks involved in using the substance(s) in it. **Study these labels carefully**!
- Pay special attention to organic solvents. Open containers containing these only in fume hoods with ventilation activated.

Information about the risks and regulations concerning the use of chemicals can be found on the AMD website of the university:
http://www.wur.nl/amd/arbo/chemicalien/arbo_chemicalien_

Chemicals and gases can only be ordered through Patrick Verbaarschot. Discuss with him which substances you would like to order, the quantities, the prices and where to store them. He has an overview of what is in store, which prevents unnecessary purchases.

- Gas cylinders should at all times be properly anchored to a wall by means of special frames.
- Whoever buys something without upfront permission takes the risk that it will NOT be refunded!!

Disposal of chemicals
When you need to dispose of used solutions or solid substances, indicate this to Patrick Verbaarschot in advance. Also inform him about the composition and quantities. He will then advice you where and how to dispose them.

Glassware, disposables
These can be purchased at the storage room in the basement managed by Patrick Verbaarschot. Always give him the project number (inform yourself about this with your supervisor or Sabine) so financial administration is facilitated.

Office supplies
These can be obtained with one or our receptionists in office 005 (basement). Opening hours: between 10.00 – 10.30 hrs, monday to friday.

Computers
Computers in offices or laboratories are assigned to students, guest workers etc. by your supervisor or Sabine. In addition workers in the Laboratory have access to a computer room (16 PC's) in the basement. Access (username and password) is provided by your supervisor or Sabine who will make a request for an e-mail account at the system manager.
Normally you will have your own e-mail address and access to the N-drive within 2 working days.

- Make regular (weekly) backups of data on the hard disk (C-drive) of the PC(s) you are working on using external media (f.e. CD's). This is your own responsibility. Burglary or a hard disk crash can cause the loss of months of work The C:-drive is not intended for back-ups!!

General rules and guidelines

- At the end of the working day everybody is obligated to switch of the equipment and use the covers for the microscopes.
- In case of failures during office hours you can report this with Dick (in the mornings). Co-operation can be refused in case of neglective use of equipment.
- Equipment that belongs to the Laboratory can not be taken home!
- 3 of 4 times a year a Laboratory-meeting is organised. This meeting is open to all personnel, guest workers and students working in our Laboratory.
- Everybody is obligated to return all equipment, materials, books, articles etc to the Laboratory.

- All photocopies, photo's, slides etc. that where paid by the Laboratory remain property of the Laboratory.
- From all research information a copy has to be given to the Laboratory (your supervisor). This information is property of the Lab and will only be used after permission of the guest worker.

Student at work in the practical-room.



<u>Working outside office hours:</u>
(Daily office hours at Entomology: Monday to Friday between 08.00 – 17.00 hrs.)

- <u>Register yourself</u> at the main entrance when you work outside regular office hours (before 8:00h and after 17:00h <u>and</u> during the weekends!).
- Record in the file at the main entrance:
  -your name
  -time of entry
  -room(s) lab(s) in which you plan to work
  -time of leaving
- When leaving the building outside working hours (after 18:00 h and during the weekends) make sure <u>the door is locked properly behind you!</u>
- The **alarm system** is activated between 22:30 h and 6:00 h each day.
- **Everyone has to leave the building before 22:30 h.!!!**
- Keys can be obtained at the reception (main entrance). A deposit of Euro 10,= has to be paid. The key remains the property of the Laboratory and has to be returned as soon as your stay at the Laboratory is finished.

Please realise that the rules mentioned above are in the interest of your own safety. It is in fact obligatory that any person working in the building outside working hours is accompanied by another person. In practice this is sometimes difficult to organise but be aware that insurance problems can arise in case of accidents.



Emergencies or technical failures:

In case of emergencies or technical failures during office hours; read this chapter carefully.
In case of technical failures occurring outside office hours of installations (climate rooms, freezers, gas leaks) crucial to your work or that of colleagues call **06-58018581** and a responsible person will be contacted via a beeper. You will hear a taped message during which you will be asked for your phone number to be called back. After the beep, give your external number, for example if your internal number is 83095, give the number **4**83095.
After the last digit push the button with the #-key of your telephone. Lay down the receiver after the tone. Stay with your telephone, you will be called back within 10 minutes by a member of T.I.B.-West. Try again if there is no reaction.
In case you are not sure how to handle try to inform your supervisor as soon as possible.

Safety instructions
From a safety point of view the Binnenhaven complex (apart from Virology) is obsolete. Therefore, for the people working in the Binnenhaven building(s) it is even more important

- to know the safety instructions (green card near the telephone in every office or laboratory)
- to follow the instructions of the First Aid personnel ("BHV"-people; their photographs are posted on different places in the building).

When you witness an accident or an emergency, **immediately dial 84747** and report what is going on.
Outside working hours (after 17.00 hrs and before 8.00 hours) the general emergency phone number is 0-112.

Prevention

- Take a good look around the rooms/labs in which you normally work and know which shortest way out you have to take in case of an emergency.
- Walk through the building and consider how you have to find your way in the dark.
- Be sure to know where to find first aid material. A fully equipped first aid kit is present at the secretariat. In addition, every first aid person has a first aid-kit.
- Learn the alarm numbers (84747 and 0-112) by head.
- Know where to find the fire-hoses and the fire-extinguishers.
- Rely on our assistance personnel, but you are also requested to anticipate on dangerous situations yourself and report them to the head of the First Aid personnel ("BHV"-people); Dr. Arjen Schots.
- Posters with photographs of all Aid personnel are hanging in several places in the building.

Never endanger yourself !!!!

If possible:

- Close all windows and doors and shut down ventilators in the room/lab.
- Be sure not to lock yourself in.
- Shut off all electric devices, equipment, fume hoods etc.
- Inflammable and explosive bottles have to be removed
- **Do not panic** but wait for help and further instructions.

What to do in case of evacuation

- The only persons authorised to order an evacuation are the Head of the Aid organisation Binnenhaven, Dr. Arjen Schots, the fire master or their deputies.
- Stay calm
- Close the doors and the windows.
- Leave the building through the nearest (emergency) exit, indicated by the green "running person" pictograms unless indicated otherwise by the Aid personnel.

In case of a partial evaluation, assemble in the central Hall of the main building and in the parking place in front of the main building when a total evacuation is concerned. Report yourself to the First Aid-personnel.

- Check whether your colleagues and/or guests are present in the assembled group.
- Immediately report every missing person.
- Wait for further instructions of the aid organisation and act according to these instructions.

Important to know

- As from the year 2002 an annual calamity exercise is organised throughout the whole country, also in Wageningen. This will be done on the 5th of June! Don't panic when the alerts are sounded on the announced day. If the alerts are sounded on a not beforehand announced day, check above mentioned rules and guidelines, the WUR website and radio for news.


Photo: Hans Smid

List of general practitioners, physicians, hospital, eye specialist and pharmacies:

General practitioners

A. van Ballegooien	Haagsteeg 20	415001
P. de Boer	Wilmahelminaweg 10	412632
R. van der Duin	Geertjesweg 5A	413734
A.G.M. Gradenwitz	Jagerskamp 51	418657
T.J. de Haan	Geertjesweg 5a	413649
A.P. Jobse	Vanenburgsestraat 2	413333
Mw J. Landman	Haagsteeg 20	414523
M. Meuwissen	Haagsteeg 20	415001
M. Nahuijsen	Haagsteeg 18	412327
N.C.M. Nicolay	Haagsteeg 18	412327
E.G. Nobacht	Kolkakkerweg 2	466411
A.H. Onderstal	Geertjesweg 5a	412921
R. Pasman	Wilhelminaweg 14	410566
F.W.M. Seesing	Nudestraat 16	412577
P. Siriam	Kolkakkerweg 2	466411

Hospital

Gelderse Vallei — W. Brandtlaan 10, Ede — 0318- 434343
(Emergency room – 0318-433700)

Eye specialist

Through hospital — 0318-434343

Pharmacies (Apotheken)

Churchill apotheek	Geertjesweg 5	423723
Ten Hoopen	Rooseveltweg 401	412523
A. van Weringh	Bergstraat 6	412531
Bennekomse Apoth.	Dorpsstraat, Bennekom	0318- 414292

Alarm number

0-112 (internal telephone)
112 (external telephone)

Police

If not an emergency — **8844(when calling from inside the WUR)

How to go to the Laboratory:

Public transportation

Take the train to station Ede-Wageningen. If you want to take the bus from the train station to Wageningen you can buy a bus ticket on the bus.
From Schiphol trains leave twice an hour (..:14hrs and ..:44hrs) to Utrecht Central Station. From there you change train to Arnhem or Nijmegen. Both of these trains stop in Ede-Wageningen. If you want to check the train schedule you can visit this website: www.nl.nl/reisplan.

Taxi

The taxies at train station Ede-Wageningen are located at the north exit. The north exit is the exit to the **right** once you have reached the bottom of the stairs from the platform on which you arrived.

Bus



At the station in Ede-Wageningen the buses that go to Wageningen are located at the south exit; this exit is to the **left** once you have reached the bottom of the stairs leading down from the platform on which you arrived.
Take bus 88 (Valleilijn). Get out of the bus at the stop "Ooststeeg/Agro Business Park" (ask the driver to warn you). Coming out of the bus you turn left and follow the small road that runs parallel to the main road. After about 100 metres you see the complex housing the labs of Entomology, Phytopathology, Virology and Nemotology. The entrance is close to the large statue of a vase.

Car

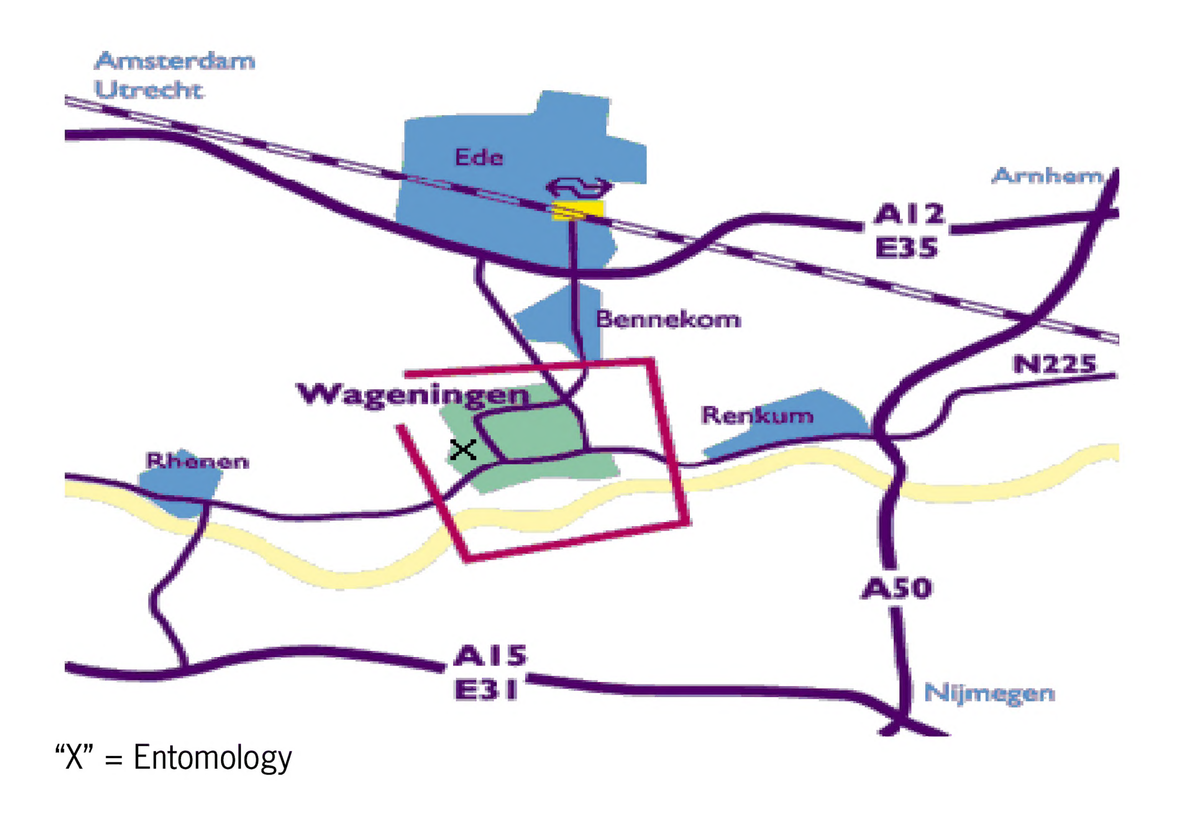
From the freeway A12 (Utrecht-Arnhem), take the exit Ede-Wageningen, follow the signs to Wageningen. Within Wageningen follow the A-route to Kortenoord.

From the A50 (Nijmegen-Arnhem) take the exit Renkum, follow the signs to Wageningen. Within Wageningen follow the A-route to Kortenoord.

From the A15 (Rotterdam-Nijmegen).

Coming from the direction Nijmegen follow the A50 (for the rest of the instruction see above).

Coming from the direction of Rotterdam take the exit Rhenen. Immediately after the exit follow the signs to Rhenen and Wageningen. Within Wageningen follow the A-route to Kortenoord.



“X” = Entomology

Important information for MSc-students:

Procedure for MSc-students (in short) (http://www.insect-wur.nl)

- Before the student can start his research, he/she orients him/herself about the topic for research / internship.
- He/she can discuss this first with anyone in lab, but after having made a choice, the student discusses this with Dicke or Van Lenteren (examiner)
- Supervisor and student make a study-contract (form available in English on the internet), to be signed by student, supervisor and examiner. Be sure enough that time is reserved for oriëntation/reading and writing of report.
- Student has to follow a certain number of lectures organised by the lab (see rights of and rules for students, ento website)
- At the end of research, oral presentation of results (evaluation by examiner and supervisor)
- Writing of report (some editing by supervisor, but not re-writing).
- A maximum of 2 copies of the reports can be refunded by the Laboratory (based on black/white copies, 80gr paper and a plastic cover)
- Examination (supervisor and examiner)

Student working with Y-tube olfactometer

